

CHAPTER 67-11-04 LIBRARY MEDIA CREDENTIAL

Section

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67-11-04-01. Library media credential. For purposes of school accreditation, a school may employ as a librarian only a person who holds a library media credential as outlined in this chapter or who has been authorized by the education standards and practices board in this specialty at a level the department determines meets or exceeds the requirements of this chapter and is consistent with the North Dakota teacher education program approval standards 2000 with 2002 revisions adopted by the education standards and practices board on August 1, 2002.

History: Effective February 1, 2000; amended effective November 1, 2002.

General Authority: NDCC 15.1-02-04, 15.1-02-11, 28-32-02

Law Implemented: NDCC 15.1-02-04, 15.1-02-11

67-11-04-02. Issuing agency. The North Dakota library media credential issuing agency address is:

Superintendent of Public Instruction
Department of Public Instruction
600 East Boulevard Avenue, Dept. 201
Bismarck, ND 58505-0440

History: Effective February 1, 2000.

General Authority: NDCC 15.1-02-04, 15.1-02-11, 28-32-02

Law Implemented: NDCC 15.1-02-04, 15.1-02-11

67-11-04-03. Approval for library media programs. Whenever this chapter refers to "state-approved program", it refers to the process by which the education standards and practices board in concert with the department of public instruction shall supervise a system of program approval at those colleges within the state of North Dakota which provide library media preparation. Preparation from an out-of-state college must be from an approved program for library media in that state and meet or exceed North Dakota standards.

History: Effective February 1, 2000; amended effective May 16, 2000.

General Authority: NDCC 15.1-02-04, 15.1-02-11, 28-32-02

Law Implemented: NDCC 15.1-02-04, 15.1-02-11

67-11-04-04. Types of credentials.

1. Library media director credential.

- a. This credential will be known as the LM01 credential.
- b. The applicant must:
 - (1) Hold a valid North Dakota educator's professional license issued by the education standards and practices board in accordance with North Dakota Century Code sections 15.1-13-08 and 15.1-13-10 and North Dakota Administrative Code title 67.1 based on a bachelor's degree with a certifiable major or minor or an endorsement in elementary, middle level, or secondary education;
 - (2) Have a master's degree in library science, media education, education, or education administration from a state-approved program; and
 - (3) Complete sixteen semester hours of library coursework under subsection 2 of section 67-11-04-05, ten semester hours of coursework under subsection 3 of section 67-11-04-05, and twelve semester hours of coursework under subsection 4 of section 67-11-04-05 from a state-approved program.
- c. The credential is valid only while the individual holds a valid North Dakota educator's professional license. Except as provided in subsection 6, a credential must be renewed each time the educator's professional license is renewed. However, an individual who holds a lifetime North Dakota educator's professional license must renew the credential every five years.

2. Library media specialist credential.

- a. This credential will be known as the LM02 credential.
- b. The applicant must:
 - (1) Hold a valid North Dakota educator's professional license issued by the education standards and practices board in accordance with North Dakota Century Code sections 15.1-13-08 and 15.1-13-10 and North Dakota Administrative Code title 67.1 based on a bachelor's degree with a certifiable major or minor or an endorsement in elementary, middle level, or secondary education; and
 - (2) Complete sixteen semester hours of library coursework under subsection 2 of section 67-11-04-05 and ten semester hours

of coursework under subsection 3 of section 67-11-04-05 from a state-approved program.

- c. The credential is valid only while the individual holds a valid North Dakota educator's professional license. Except as provided in subsection 6, a credential must be renewed each time the individual's educator's professional license is renewed. However, an individual who holds a lifetime North Dakota educator's professional license must renew the credential every five years.
- 3. Librarian credential.
 - a. This credential will be known as the LM03 credential.
 - b. The applicant must:
 - (1) Hold a valid North Dakota educator's professional license issued by the education standards and practices board in accordance with North Dakota Century Code sections 15.1-13-08 and 15.1-13-10 and North Dakota Administrative Code title 67.1 based on a bachelor's degree with a certifiable major or minor or an endorsement in elementary, middle level, or secondary education; and
 - (2) Complete sixteen semester hours of library coursework under subsection 2 of section 67-11-04-05 from a state-approved program.
 - c. The credential is valid only while the individual holds a valid North Dakota educator's professional license. Except as provided in subsection 6, a credential must be renewed each time the individual's educator's professional license is renewed. However, an individual who holds a lifetime North Dakota educator's professional license must renew the credential every five years.
- 4. Librarian designate credential.
 - a. This credential will be known as the LM04 credential. This credential will no longer be issued after June 30, 2000. See section 67-11-04-04.5 for an option to satisfy accreditation requirements.
 - b. The applicant must:
 - (1) Hold a valid North Dakota educator's professional license issued by the education standards and practices board in accordance with North Dakota Century Code sections 15.1-13-08 and 15.1-13-10 and North Dakota Administrative Code title 67.1 based on a bachelor's degree with a certifiable

major or minor or an endorsement in elementary, middle level, or secondary education; and

- (2) Complete eight semester hours of library coursework under subsection 2 of section 67-11-04-05 from a state-approved program.
- C. The credential is valid for five years, provided the holder has a valid North Dakota educator's professional license during that period, and may not be renewed.
5. Plan of study option to qualify for the library media director, library media specialist, or librarian credentials, in order to accrue the qualification points to satisfy the accreditation requirements.

If a school is unable to employ a credentialed librarian, as required by the enrollment of students served, the school may employ a licensed teacher to serve as the librarian. A written library plan of study to become a credentialed librarian must be submitted to the department of public instruction and be approved. The licensed teacher must have completed a minimum of one basic library media course, excluding the basic course in children's literature, in order for the plan to be considered for approval. Once the written plan of study is approved, the licensed teacher must submit transcripts documenting completion of a minimum of five semester hours of library media coursework each year, until the licensed teacher qualifies for the required credential. In order for the school to receive library qualification points in the library media services category to satisfy the accreditation requirements, the licensed teacher must follow the plan of study approved by the department of public instruction.

6. If a credential issued under this chapter will expire within twelve months of issuance because the educator's professional license will expire within twelve months of the issuance of the credential, the credential will be issued for a period coinciding with the period of licensure of the succeeding educator's professional license.

History: Effective February 1, 2000; amended effective May 16, 2000; November 1, 2002.

General Authority: NDCC 15.1-02-04, 15.1-02-11, 28-32-02

Law Implemented: NDCC 15.1-02-04, 15.1-02-11

67-11-04-05. Course preparation for credentials.

1. Coursework may be either on the graduate or undergraduate level.
2. Coursework required for the library media director, library media specialist, librarian, and librarian designate credentials identified in section 67-11-04-04 must be taken in the following areas:

- a. Library administration;
 - b. Reference;
 - c. Classification and cataloging of print materials;
 - d. Adolescent and children's literature (one literature course is acceptable);
 - e. Selection of print materials; and
 - f. Utilization of print materials.
3. Coursework required for the library media director and library media specialist credentials identified in section 67-11-04-04 must be taken in the following areas:
- a. Classification and cataloging of nonprint materials;
 - b. Selection of print and nonprint materials;
 - c. Materials for elementary and secondary education;
 - d. Communication theory, theory and principles of message design;
 - e. Special problems in media, a maximum of four semester hours will apply;
 - f. Reading, listening, viewing, and guidance;
 - g. Television;
 - h. Computers and computer-assisted instruction; and
 - i. Design and production of media is required.
4. Coursework required for the library media director credential identified in section 67-11-04-04 must be taken in the following areas:
- a. Educational administration;
 - b. Elementary and secondary curriculum;
 - c. Supervision;
 - d. School finance;

- e. School law;
- f. Educational psychology; and
- g. Philosophy of education.

History: Effective February 1, 2000; amended effective May 16, 2000.

General Authority: NDCC 15.1-02-04, 15.1-02-11, 28-32-02

Law Implemented: NDCC 15.1-02-04, 15.1-02-11

67-11-04-06. Application process. An applicant must submit the following:

1. A completed application form, SFN 14236, provided by the department of public instruction, including name, social security number, address, telephone number, type of credential applied for, employment information, and signature; and
2. A copy of official transcripts.

History: Effective February 1, 2000; amended effective May 16, 2000; November 1, 2002.

General Authority: NDCC 15.1-02-04, 15.1-02-11, 28-32-02

Law Implemented: NDCC 15.1-02-04, 15.1-02-11

67-11-04-07. Renewal requirements. All library media director, library media specialist, and librarian credentials are renewed by submitting the following:

1. A completed application form, SFN 14236, provided by the department of public instruction, including name, social security number, address, telephone number, type of credential applied for, employment information, and signature; and
2. A copy of official transcripts must be provided documenting completion of four semester hours of undergraduate or graduate credit in the areas of library, media, education, curriculum, or communication.

History: Effective February 1, 2000; amended effective May 16, 2000; November 1, 2002.

General Authority: NDCC 15.1-02-04, 15.1-02-11, 28-32-02

Law Implemented: NDCC 15.1-02-04, 15.1-02-11

67-11-04-08. Reconsideration. If issuance or renewal of any credential under this chapter is denied, the denial must be in writing and must state all reasons for denial and the applicant must be notified of the opportunity for reconsideration. If an application for issuance or renewal of any credential under this chapter is denied, the applicant may request a reconsideration of the decision. A request for reconsideration must be in writing and received by the superintendent of public instruction within three weeks of the date of mailing by the department of public

instruction. Late requests will not be considered. The reconsideration request must state the following:

1. The facts, law, or rule the applicant believes was erroneously interpreted or applied; and
2. The applicant's arguments on how the facts, law, or rule should have been applied, giving specific reasons and thorough analysis.

The superintendent of public instruction shall issue a final written response on the reconsideration request within three weeks after receiving a complete reconsideration request.

History: Effective February 1, 2000; amended effective November 1, 2002.

General Authority: NDCC 15.1-02-04, 15.1-02-11, 28-32-02

Law Implemented: NDCC 15.1-02-04, 15.1-02-11